Through the Student Research and Conference Travel Fund Award (SRCTF), The Graduate Student Organization (GSO) provides funds to graduate students enrolled in degree programs to participate in professional development for the current academic year. Activities that may be funded include: presenting research at a conference, and/or travel for gathering data for research.

Any graduate student in good standing (as determined by The Graduate School) is eligible to submit a request for no more than half the expended amount (maximum $300) for reimbursement of expenses incurred. A graduate student is eligible to receive this award up to three times in their graduate career, but no more than once each semester.

**Application Process:**

*Deadline for application submission: One month prior to travel.*

*NOTE: award is subject to available funding – applications will be considered in the order in which they are received*

1. Assemble application packet:
   a. Completed application form
   b. Letter of recommendation, addressed to the GSO, from a professor endorsing your research project and/or your presentation at the conference.
   c. Conference information, including proof of acceptance for presentation
   d. Current resume
   e. If applicable, a copy of your approved IRB form

2. Completed application packets should be returned to:

   **The Graduate School**
   **Graduate Student Organization**
   **College Hall room 203**
   **1 Normal Ave.**
   **Montclair, NJ 07043**

3. The GSO will review your application and will send a letter indicating the status of your request.

**Travel Award Selection Criteria**

Funding is limited and will be disbursed as determined by a committee consisting of Graduate Student Organization executive committee members. This travel award should not be expected to provide 100% of the funding required to attend an event. The applicants should understand they will probably not receive all of the funding necessary to travel and should make appropriate financial plans.
Application Cover Sheet

To be completed by student:

Name: ___________________________________ CWID: _______________________

Requested Amount: $ __________________________

Conference Name or Research Title:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Dates of travel: ___________________________ - ___________________________

*Reminder: deadline for application submission is one month prior to travel

*GSO use only*

Date of application submission: ___________________________

Approved Amount: $ __________________________

GSO Chair: ___________________________________________

GSO Vice Chair: _______________________________________

GSO Advisor: _________________________________________

Dean of the Graduate School or Designee: ___________________________
Name: _____________________________ CWID: _______________________

Address: ___________________________ E-mail: _______________________

Phone: (h) _________________________  (c) __________________________

Graduate Program: ______________________________________________________

Research Activity Information

I am: □ presenting at a conference
□ gathering data for research
□ other: _______________________________________________________________

Names and Dates of Conference/Data Session:

____________________________________________________________________
____________________________________________________________________

Type of Conference, if applicable (e.g., regional, national): ______________________

Type of Presentation: □ Thesis  □ Dissertation  □ Other: __________________________

Estimated Total Cost of Trip: $ _____________

Amount you are requesting from the GSO ($300 max.): $ _____________

Amount you are receiving from any other MSU department: $ _____________

Please provide a breakdown of the amount you are requesting from the GSO. Please list amount only for the expense you are requesting the GSO to reimburse.

Conference Registration: $ _____________ Lodging: $ _____________
Air transportation: $ _____________ Ground transportation: $ _____________
Per diem (food per day): $ _____________ Other (e.g., printing): $ _____________
Supplemental Information

1. Have you received funding from the GSO-SRCTF previously? If yes, please include dates and amounts awarded.

2. Why are you attending the conference (professional development, representing your department, participating in a panel discussion, etc.)?

3. How will the conference benefit you both as a student and as a future professional?

NOTE: AFTER RETURNING FROM THE CONFERENCE
If granted an award, you must submit original proof of payment after your return from the conference or data collection. Once proof of payment is submitted, you will be contacted by The Graduate School to sign the appropriate paperwork to initiate reimbursement.